

Attachment A, QASP Planning Form

**EOP Software System Quality Assurance
PLAN FORM**

Software/System Name			
Project(s)			
Plan Prepared By		Date	
Approved By		Date	

This form, when completed, identifies the requirements of the EOP Quality Assurance Surveillance Plan (QASP) for the software or system identified above. It identifies the software or system elements subject to the Government's QA surveillance, the timing and/or frequency of surveillance, and the general approach that will be applied to measurement.

A. Requirements for Mission Critical Systems

Mission Critical and/or software/systems with moderate or high risks may have QA requirements for QA surveillance and measures beyond B., Basic Practices. In such cases, the additional requirements may be appended to the form.

Does this task support a mission critical system? Complete the following if "yes."				
	Yes	No	Could failure or impairment of the software/system and/or associated data ...	Requirements Appended?
1			Have a serious effect on the ability of an EOP agency to perform critical program functions?	
2			Impact the ability of EOP personnel to perform their jobs?	
3			Impact infrastructure or other systems that are mission critical?	
4			Endanger security at EOP?	
5			Have a serious effect on an EOP agency's overall schedule, milestones, operational schedules, and/or budget?	
6			Cause a violation of statutory or regulatory compliance?	
7			Impact safety?	
8			Pose other risks with moderate or serious consequences?	
9			Lead to adverse publicity?	

B. Basic Practices

All plans, reports, and documentation shall be clear and complete so that someone else can understand, replicate, and maintain all work products. A check mark in the “yes” column indicates that this element is part of the Quality Assurance Surveillance Plan and considered a task deliverable. For items marked “yes,” the standard, type of performance measurement, and frequency of Government surveillance are identified.

Yes √		Standard	Type Measure	Frequency
	Software/System Plans (check all that apply)			
	<input type="checkbox"/> Project Plan	SDLC ¹ ; C4	MS/AR ²	D/FRGC ³
	<input type="checkbox"/> Schedule in MS Project	CP/GA ⁴	MS/AR	D/FRGC
	<input type="checkbox"/> Risk Management Plan and Contingency Plan	SDLC; 5.2.2, B3	MS/AR	D/FRGC
	<input type="checkbox"/> Backup, Restoration, and Recovery Plan	CP/GA	MS/AR	D/FRGC/WU ⁵
	<input type="checkbox"/> Training Plan	SDLC; E10	MS/AR	D/FRGC
	<input type="checkbox"/> Test Plan	SDLC; D3	MS/AR	D/FRGC
	<input type="checkbox"/> Interface Management Plan with Interface Agreements	CP/GA	MS/AR	D/FRGC
	<input type="checkbox"/> Project Implementation Plan	SDLC; E6	MS/AR	D/FRGC
	<input type="checkbox"/> Quality Management Plan	CP/GA	MS/AR	D/FRGC
	<input type="checkbox"/> Other:			
	<input type="checkbox"/> Other:			
	<input type="checkbox"/> Other:			
	Delivery of Third-Party Products	Contract including all applicable clauses		
	<input type="checkbox"/> Hardware			
	<input type="checkbox"/> Software			
	<input type="checkbox"/> Other:			
	Testing (by Contractor)			
	<input type="checkbox"/> Functional Requirements	SDLC; 7.1, D1	MS/AR	D/FRGC
	<input type="checkbox"/> System Design	SDLC; 7.1, E3	MS/AR	D/FRGC/WU

¹ The EOP System Development Life Cycle Guidelines

² Meets Standard/Appropriate to the Requirement

³ Draft and Final Responding to Government Comments

⁴ Contractor Proposed/Government Approved

⁵ Draft and Final Responding to Government Comments/With Updates when required by enhancements, configuration, or IT environment changes over the course of the task

Yes √		Standard	Type Measure	Frequency
	<input type="checkbox"/> Code Testing	Approved Test Plan; SDLC; 7.1, 7.3, 7.4, G1, G2	MS/AR	Until Problems Fixed and System Debugged
	<input type="checkbox"/> Data Interface Testing	Interface Mgmt Plan; Test Plan; SDLC; 7.1, G1, G2	MS/AR	Until Problems Fixed and System Debugged
	<input type="checkbox"/> Database and data structure testing	Test Plan; SDLC; 7.1, 7.3, 7.4, G1, G2	MS/AR	Until Problems Fixed and System Debugged
	<input type="checkbox"/> Integration Testing	Test Plan; SDLC; 7.1, 7.3, 7.4, G1, G2	MS/AR	Until Problems Fixed and System Debugged
	<input type="checkbox"/> Full Operational Capability Demonstration	Test Plan; SDLC 7.7, 8.5	MS/AR	Until Problems Fixed and System Debugged
	Verification & Validation (Government led)			
	<input type="checkbox"/> Functional Requirements	Approved Requirements Document	MS/AR	(Previous Deliverable)
	<input type="checkbox"/> System Design	Approved System Design Document	MS/AR	(Previous Deliverable)
	<input type="checkbox"/> Code Testing	CTD/OS ⁶	MS/AR	Until V&V Completion
	<input type="checkbox"/> Integration Testing	CTD/OS	MS/AR	Until V&V Completion
	<input type="checkbox"/> Data Interface Testing	CTD/OS	MS/AR	Until V&V Completion
	<input type="checkbox"/> Database and data structure testing	CTD/OS	MS/AR	Until V&V Completion
	<input type="checkbox"/> Operational Capabilities Demonstration	CTD/OS	MS/AR	Until V&V Completion
	<input type="checkbox"/> User/Customer Acceptance	CTD/OS	MS/AR	Until V&V Completion

⁶ Contractor Test Data and Operational Support

Yes √		Standard	Type Measure	Frequency
	Documentation			
	<input type="checkbox"/> IT Management Plan	As Defined by Task	MS/AR	D/FRGC
	<input type="checkbox"/> Functional Requirements/Specification	SDLC; D1, E4	MS/AR	D/FRGC
	<input type="checkbox"/> Software/System Design Document	SDLC; E3	MS/AR	D/FRGC
	<input type="checkbox"/> Programmer's Documentation	CP/GA	MS/AR	D/FRGC/WU
	<input type="checkbox"/> Software/System Operation Guide/SOP	SDLC; E8, E9	MS/AR	D/FRGC/WU
	<input type="checkbox"/> Test Report	SDLC; G1, G2	MS/AR	Until Problems Fixed and System Debugged
	<input type="checkbox"/> Configuration Management Documentation	SDLC; C2, C3	MS/AR	D/FRGC/WU
	<input type="checkbox"/> CM and Version Control Using EOP-Approved Software	CP/GA	MS/AR	D/FRGC/WU
	<input type="checkbox"/> User/Customer Documentation	CP/GA	MS/AR	D/FRGC
	Customer Services			
	<input type="checkbox"/> Training	CP/GA	MS/AR	Delivery as Proposed and Approved
	<input type="checkbox"/> User/Customer Support	CP/GA	MS/AR	Delivery as Proposed and Approved
	Status Reports			
	<input type="checkbox"/> Weekly Written and Oral Reports	CP/GA	MS/AR	Weekly
	<input type="checkbox"/> Activities and Schedule in MS Project	CP/GA	MS/AR	D/FRGC; Weekly Updates
	Other:			
	Other:			
	Other:			